

APPLICATION INSTRUCTIONS
PASSENGER CHARTER CARRIER/EXCURSION SERVICE CARRIER CERTIFICATE
APPLICATION FEE: \$150.00

APPLICATION INSTRUCTIONS:

1. Check the type of certificate (Charter or Excursion) you are applying for. If you wish to apply for BOTH Charter AND Excursion Certificates, please complete a separate application form for each type of service and include \$150.00 application fee with each application submitted. Photocopies of the application are acceptable, but each application MUST have original signatures.
2. Provide your name (individual, partners, or corporation), trade name, address and telephone number. Be sure to include both a mailing and physical address.
3. If a PARTNERSHIP, list names, percentage of interest, and addresses of partners. If a CORPORATION, list names, titles, percentage of stock, and addresses of principal officers.
4. If you currently have a WUTC permit of any type, write the permit number(s).
5. List the state license number, year and make of vehicle, serial number, and seating capacity for each piece of equipment you will be using as a Charter/Excursion carrier. Attach additional sheet if necessary.
6. Describe the area you wish to serve (state of Washington, Western Washington, Eastern Washington, or individual counties).
7. Complete the financial statement, or attach a current financial statement for your business.
8. Answer "Yes", "No", or "Not Applicable" to the questions in the Safety Compliance Review portion.
9. Sign and date the applicant request statement. Also, sign and date the certification block.

INSURANCE/BOND:

New applicants must submit a Form E Certificate of Insurance or Form G Surety Bond in the following amounts:

- | | |
|-----------------------|---|
| 16 passengers or less | \$100,000 bodily injury to one person; \$1,000,000 bodily injury per accident,
\$50,000 property damage - or - \$1,000,000 combined single limit |
| 17 passengers or more | \$100,000 bodily injury to one person; \$5,000,000 bodily injury per accident,
\$50,000 property damage - or - \$5,000,000 combined single limit |

REGULATORY FEES:

Annual regulatory fees are \$11.00 per vehicle. Complete the attached regulatory fee application. You will be issued a receipt which is to be kept at your principal place of business, subject to inspection.

EQUIPMENT INSPECTIONS:

Vehicles must be inspected and have a valid CVSA decal attached before a Charter/Excursion Service Carrier Certificate will be issued. Submit a copy of your CVSA inspection forms with your application, or contact this office at (360) 664-1244 to make arrangements to have your vehicles inspected.

Mail FULLY COMPLETED application with all required fees and attachments to:

WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION
PO BOX 47250
OLYMPIA, WA 98504-7250

WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION
1300 S. Evergreen Park Drive SW
PO Box 47250
Olympia, WA 98504-7250
Phone (360) 664-1222 Fax (360) 586-1181

The following definitions are excerpted from the LAWS AND RULES RELATING TO PASSENGER CHARTER CARRIERS AND EXCURSION SERVICE CARRIERS as provided in Chapter 81.70, Revised Code of Washington and Chapter 480-40, Washington Administrative Code

WAC 480-40-010 Definitions.

- (1) Unless the language or context indicates that a different meaning is intended, the following words, terms, and phrases shall, for the purpose of these regulations, be given the meaning hereinafter subjoined to them:
- (2) The word "state" means the state of Washington.
- (3) The word "commission" means the Washington utilities and transportation commission.
- (4) "Person or persons" means an individual, a corporation, association, joint stock association, and partnership, their lessees, trustees or receivers.
- (5) "Public highway" includes every public street, road or highway in this state.
- (6) "Motor vehicle" means every **self-propelled vehicle with seating capacity for seven or more persons excluding the driver**.
- (7) Subject to the exclusions of RCW 81.70.030, "**charter party carrier of passengers**" means every person engaged in the transportation of a group of persons who, pursuant to a common purpose and under a single contract, have acquired the use of a motor bus to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the chartered group after having left the place of origin.
- (8) Subject to the exclusion of subsection (10) of this section, "**excursion service carrier**" means every person engaged in the transportation of persons for compensation over any public highway in this state from points of origin within the incorporated limits of any city or town or area, to any other location within the state of Washington and returning to that origin. The service shall not pick up or drop off passengers after leaving and before returning to the area of origin. The excursions may or may not be regularly scheduled. Compensation for the transportation offered or afforded shall be computed, charged, or assessed by the excursion service company on an individual fare basis.
- (9) "Area" shall mean a county boundary or a specifically designated location(s) as a point of origin.
- (10) This chapter does not apply to:
 - (a) Persons operating motor vehicles wholly within the limits of incorporated cities;
 - (b) Persons or their lessees, receivers, or trustees insofar as they own, control, operate, or manage taxicabs, hotel buses, school buses, when operated as such;
 - (c) Passenger vehicles carrying passengers on a noncommercial enterprise basis;
 - (d) Operators of charter boats operating on waters within or bordering this state.

WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION

1300 South Evergreen Park Drive SW, PO Box 47250

Olympia Washington 98504-7250

Phone: (360) 664-1222

Fax (360) 586-1181

APPLICATION FOR CHARTER BUS/EXCURSION SERVICE CERTIFICATE

Fee: \$150.00

111 0268 232 01	CID	CHA
111 0268 232 02	DATE	SAFETY INSP
111 0268 232 03		INS/BOND
111 0268		

THIS APPLICATION IS FOR:

(Check One Only)

☐ CHARTER BUS CERTIFICATE

☐ EXCURSION SERVICE CERTIFICATE

NAME OF APPLICANT _____

D/B/A _____

MAILING _____ PHYSICAL _____
ADDRESS ADDRESS

BUSINESS TELEPHONE NUMBER () _____ FAX NUMBER () _____

UBI # _____ E-MAIL _____

IF APPLICANT IS A **CORPORATION**, LIST NAME, TITLES, AND PERCENTAGE OF STOCK OF PRINCIPAL SHAREHOLDERS. IF APPLICANT IS A **PARTNERSHIP**, LIST NAMES, ADDRESSES, AND PERCENTAGE OF INTEREST OF ALL PERSONS HAVING AN EQUITY IN THE BUSINESSES:

IF APPLICANT HOLDS ANY OTHER CERTIFICATE OR PERMIT WITH THE COMMISSION, LIST PERMIT NUMBERS:

EQUIPMENT LIST:

LICENSE NUMBER	YEAR AND MAKE OF VEHICLE	SERIAL NUMBER (VEHICLE IDENTIFICATION NUMBER)	SEATING CAPACITY

DESCRIBE OPERATIONS (Territory)_____

SAFETY COMPLIANCE REVIEW AND QUESTIONNAIRE:

GENERAL

	YES	NO	N/A
Do you have a copy of the laws and rules relating to passenger charter and excursion service carriers?	_____	_____	_____
Have you been cited within the last three years by the Commission for violations of its rules or laws?	_____	_____	_____
If Yes, explain: _____			
Are you familiar with the state motor carrier safety rules?.....	_____	_____	_____
Will management review the carrier's compliance status on a periodic basis?.....	_____	_____	_____

NOTIFICATION AND REPORTING OF ACCIDENTS

	YES	NO	N/A
Are you familiar with the Commission accident reporting rule?	_____	_____	_____
Will you take any action against drivers involved in preventable accidents?.....	_____	_____	_____

PART 391 - QUALIFICATION OF DRIVERS

	YES	NO	N/A
Do you have written hiring policies/procedures that are being followed when hiring new drivers?.....	_____	_____	_____
Are oral interviews conducted with new drivers to verify information submitted on their applications?.	_____	_____	_____
Will you have a system established to ensure drivers' medical certificates remain current?... ..	_____	_____	_____
Will you verify that physicians completing medical certifications are knowledgeable about the instructions for performing and recording driver physical examinations?.....	_____	_____	_____
Will you review the results of the health history and physical examination?.....	_____	_____	_____
Will you have a system established that will ensure drivers' operating licenses remain current?.....	_____	_____	_____
Will you have a system established that will ensure drivers' annual reviews and annual record of violations remain current?.....	_____	_____	_____
Will you comply with the road test provisions of Section 391.31?.....	_____	_____	_____
Can you maintain and produce complete driver qualification files on drivers?.....	_____	_____	_____

PART 392 - DRIVING OF MOTOR VEHICLES

	YES	NO	N/A
Do you have established procedures concerning the use of alcohol and drugs?.....	_____	_____	_____
Do you have a policy for monitoring speed?.....	_____	_____	_____

PART 395 - HOURS OF SERVICE OF DRIVERS

	YES	NO	N/A
Can you explain the hours of service limitations, i.e., 10, 15, 60 in 7, 70 in 8?.....	_____	_____	_____
Will you file records of duty status in systematic manner?.....	_____	_____	_____
Will drivers be required to complete recaps of their records of duty status?.....	_____	_____	_____
Will dispatchers be aware of drivers' hours of service prior to trip?.....	_____	_____	_____
Will other independent records be compared to drivers records of duty status for accuracy?.....	_____	_____	_____
Will you have a system for recording hours of duty status on 100 mile radius drivers?.....	_____	_____	_____
Will you have a disciplinary policy for noncompliance with Part 395?.....	_____	_____	_____

PART 396 - INSPECTION, REPAIR AND MAINTENANCE

	YES	NO	N/A
Will you have written procedures explaining a systematic, periodic maintenance program?.....	_____	_____	_____
Will you periodically review maintenance records for all equipment?.....	_____	_____	_____
Will you comply with the vehicle inspection procedure?.....	_____	_____	_____
Will you train drivers to perform pre-trip inspections?.....	_____	_____	_____
Will you maintain the prior three months vehicle inspection reports on a vehicle?.....	_____	_____	_____
Will you maintain a complete maintenance file on all vehicles?.....	_____	_____	_____

THE UNDERSIGNED APPLICANT REQUESTS THAT THE WASHINGTON UTILITIES AND
TRANSPORTATION COMMISSION MAKE ITS ORDER GRANTING A CERTIFICATE TO OPERATE AS A
CHARTER PARTY OR EXCURSION SERVICE CARRIER AS PROVIDED FOR IN RCW 81.70 AND WAC 480-40

Dated at: _____, Washington, _____.
(City or Town) (Month/Day/Year)

(Name of applicant)

By: _____
(Signature)

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true
and correct.

(Date and Place)

(Signature)